



**UNIVERSITY OF THE PHILIPPINES
TACLOBAN COLLEGE**

Magsaysay Boulevard cor. Sto. Niño Ext., Tacloban City 6500, Philippines

NOTICE OF HIRING
One (1) Junior Office Aide

MINIMUM QUALIFICATIONS:

- Education: Completion of two years' studies in college

EMPLOYMENT DETAILS:

- Appointment Status: Individual Contract of Service
- Compensation Rate: Php 18,255.00/month with additional 15% premium
- Duration: 01 April 2025 until 31 December 2025 (Renewable)
- Place of Assignment: Office of the Audit Team Leader, Team R8-10,
NGAS Cluster 5-Education and Employment

DUTIES AND RESPONSIBILITIES:

- Assist in verifying disbursement vouchers for UPTC with corresponding designed working papers;
- Assist in verifying collection receipts and deposits or remittances of UPTC with corresponding designed working papers;
- Assist in preparing Management Letters for UPTC;
- Receive PRs, POs, and IARs submitted by UPTC and record to the corresponding designed working papers;
- Receive DVs, collection receipts, and other related reports/documents submitted by UPTC;
- Assist in the Inventory Count of Property, Plant, and Equipment;
- Assist in the Cash Exam of Accountable Officers at UPTC;
- Perform other tasks assigned by the Audit Team Leader and Audit Team Members from time to time.

APPLICATION PROCEDURE

- Interested applicants are invited to submit the following documents:
 1. Application letter
 2. Fully accomplished Personal Data Sheet (PDS) with a recent passport-sized picture and Work Experience Sheet (WES), which can be downloaded at csc.gov.ph
 3. Photocopy of Transcript of Records (TOR) and diploma issued by the University Registrar or Certification of the school deputized by CHED showing completion of at least 72 academic units
- The application letter should be addressed to:
Dr. Patricia B. Arinto
Dean
UP Tacloban College
- Send an electronic copy of all the required documents to hrdo.uptacloban@up.edu.ph.
- The hard copy of all the required documents must be submitted via courier or in person to:
Ms. Maria Edna G. Sevilla
Administrative Officer IV (HRMO II)
Human Resource Development Office
UP Tacloban College
Tacloban City
- The deadline for submitting applications is **24 March 2025**